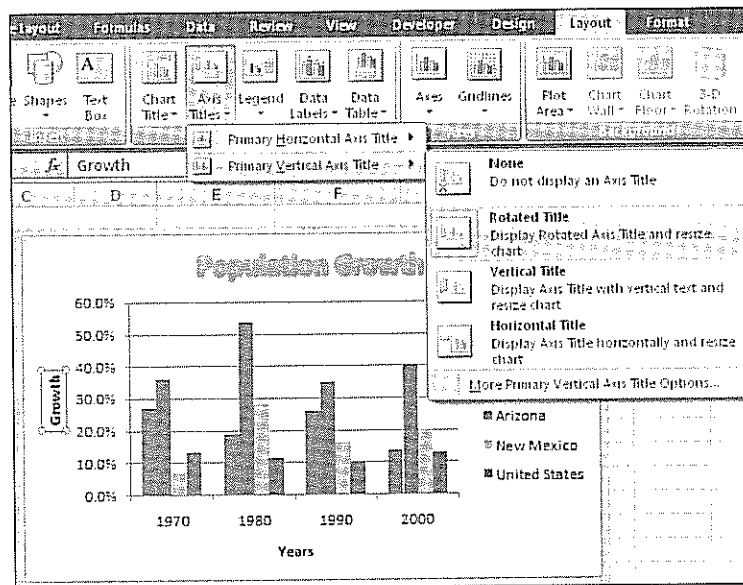


ADDING LABELS TO AXES

If the nature of your axes is not clear, you can add a title to any available axis. As shown in Figure 22.26, use the Axis Titles drop-down list on the Chart Tools Layout ribbon to add an axis label. For the vertical axis, you can choose to display the axis horizontally, vertically, or rotated. In all cases, adding an axis label will cause the size of the chart plot area to be reduced. After the axis label is added, you can type text and format the text in the same manner as described previously for the chart titles.

Figure 22.26
Excel offers several axis rotation options.



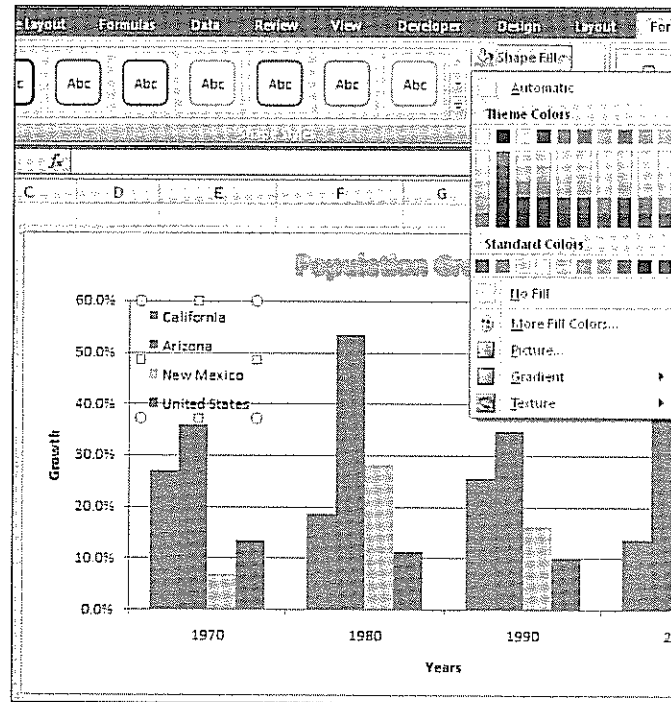
ADDING OR EDITING A LEGEND

A chart legend identifies each data marker according to its color or pattern on a chart. Options in the Legend drop-down list let you move or reformat the legend. If you don't need to show a legend (perhaps because you want to label each column or pie slice individually), choose the None option. The Placement options control where the legend first appears within the chart: Right, Top, Left, Bottom, Overlay Right, and Overlay Left.

For better control, you can drag the legend into position. In Excel 2007, the default legend has no line and a transparent fill. This makes it annoyingly difficult to drag the legend. It is best if you click the invisible right edge of the legend when you attempt to drag it.

The transparent nature of the legend presents a new problem. In Figure 22.27, the legend has been dragged to overlay the top-left corner of the chart. The gridlines on the chart are showing through the transparent legend. To solve this problem, use the icons on the Chart Tools Format ribbon tab. Select Shape Fill, White Background. Then select Shape Outline, Black to restore the legend to the Excel 2003 legend style.

Figure 22.27
Legends are initially transparent, causing the underlying chart to show through when the legend is overlaid on the chart. Use the Shape tools on the Format tab to prevent gridlines from showing through.



DISPLAYING DATA LABELS

Use data labels when you want to display charted worksheet values, category labels, or percentages next to each point in a data series. The options in the Data Labels drop-down list control the placement and appearance of data labels for every data series. However, if you want to add labels for just one series, or even a single point, you can do so. Before accessing the Data Labels drop-down list, click a single bar that is a member of the series you want to label. A second click on the bar will select only the data point. Choose the appropriate choice on the Data Labels menu to apply the label inside or outside the bars. In Figure 22.28, data labels are applied to the outside end of each bar.